

Compliance Criteria

DiscoveringMontana.com Template

<http://templates.discoveringmontana.com>

Governor Martz has directed all executive branch state agencies to adopt the DiscoveringMontana.com template to provide a common look and feel for agency websites. The deadline for compliance is September 30, 2004. Agencies not able to meet the deadline are to have an approved compliance plan in place by June 16, 2004. This document outlines the criteria that will be used by the Information Technology Services Division (ITSD) to report to the Governor's Office on the progress of agency website compliance.

Requirements:

Header: The header must be used as delivered in the template. Modifications that can be made are to the banner photograph and the name of the agency below the photograph. If desired, an agency can use text (such as the agency name) or any image rather than a photograph.

Menu: The dropdown menu must use the designated fonts, colors, cascading style sheets and javascript found in the template. There shall be no other primary navigation menus. (A navigation menu is defined as a list of categories that expand when selected (or moused over) to another list of commands or options from which you can choose. A static list of links is not considered to be a primary navigation menu.)

Footer: The footer must be used as delivered in the template maintaining the link back to the DiscoveringMontana.com home page. Modifications that can be made are to the graphic to the right of the Discovering Montana logo (Lewis and Clark silhouette) and the links. Each agency home page by law must include links to the Privacy and Security Policy, Accessibility page and Agency Contact Information either in the footer or elsewhere on the home page. Information may be placed below the footer at the agency's discretion (such as a mailing address and telephone numbers).

Accessibility: Agencies are responsible for meeting Section 508 guidelines for accessibility and other state and federal accessibility laws.

Pages that must follow the above criteria: The goal is to have all agency content pages in compliance with the criteria. However, an agency website will be considered compliant if the following pages comply:

- All agency home pages, division home pages, bureau home pages and any other major organizational unit home pages
- Pages within three layers below any of the above home pages (three clicks deep)
- New content pages that are added

Pages that do not need to follow the above criteria:

- e-Government services or applications (see information below)
- Non-customizable contractor-provided sites or subscription services
- Intranet pages, services, or applications
- MS Office Documents, .pdf files, .txt files, .rtf files
- Publications or brochures

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Definition of an e-Government Service: Please see the e-Government Service Certification Standard at <http://www.discoveringmontana.com/itsd/policy/software.asp> for a definition of what is considered an e-Government service. Please note, e-Government services do not fall under these compliance criteria, they fall under the above-mentioned standard.

Exceptions: Any exceptions to the compliance criteria must be granted by the Department of Administration under the advice of the Electronic Government Advisory Council (2-17-1105, MCA). Requests should be sent to the Council Chair.

Recommendations (not part of the compliance decision):

Home page size: An agency home page should fit inside an 800x600 pixel window without scrolling.

Left-side photo: A curved photo may occupy the left side of the agency or divisional home page. The photo can reference a common photo file provided by ITSD or be modified by the agency as needed.

Search engine: Each agency should provide a search form and button on their home page. A link to statewide search is recommended for all inside pages.

Services link: A link to the e-Government services page is recommended. Agencies may also want to link to agency specific services.

Features: Features listed on a home page should vary from four to ten in number. More than ten dilute the value of listing Feature items.